How to account for Observed/ Instructor Evaluations

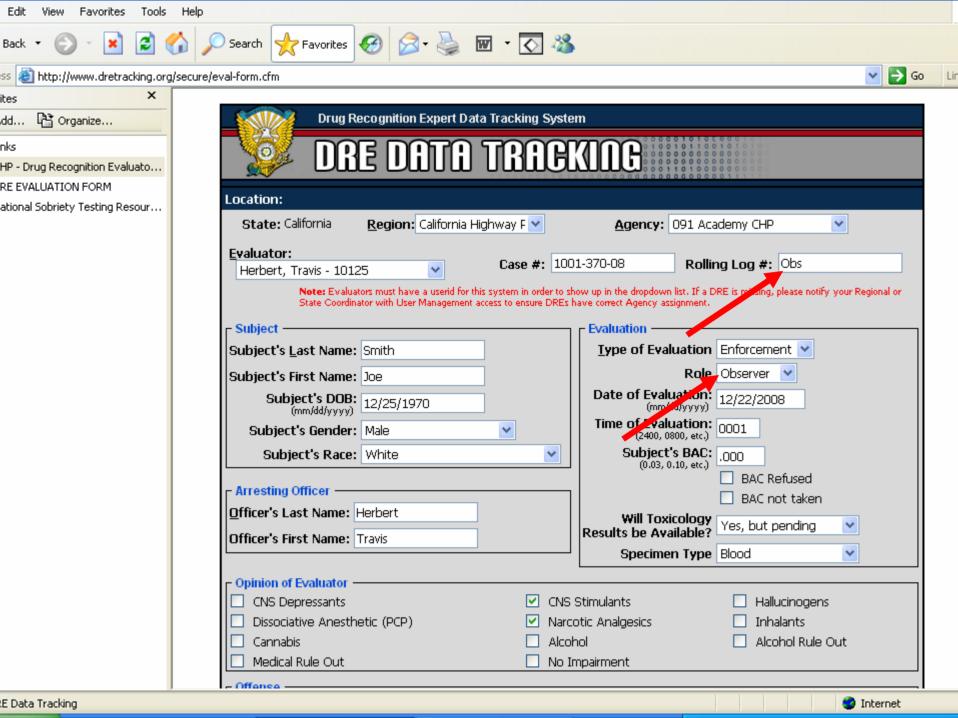


DRUG RECOGNITION EVALUATION

Entering Observed Evals

- When entering Observed evals, be sure top select observed in the ROLE drop down box under evaluation. Then in the ROLLING LOG box, enter OBS, or OBSERVED.
- When you view your rolling log, you will see the observed entry in the ROLLING LOG BOX
- See next slide for further.

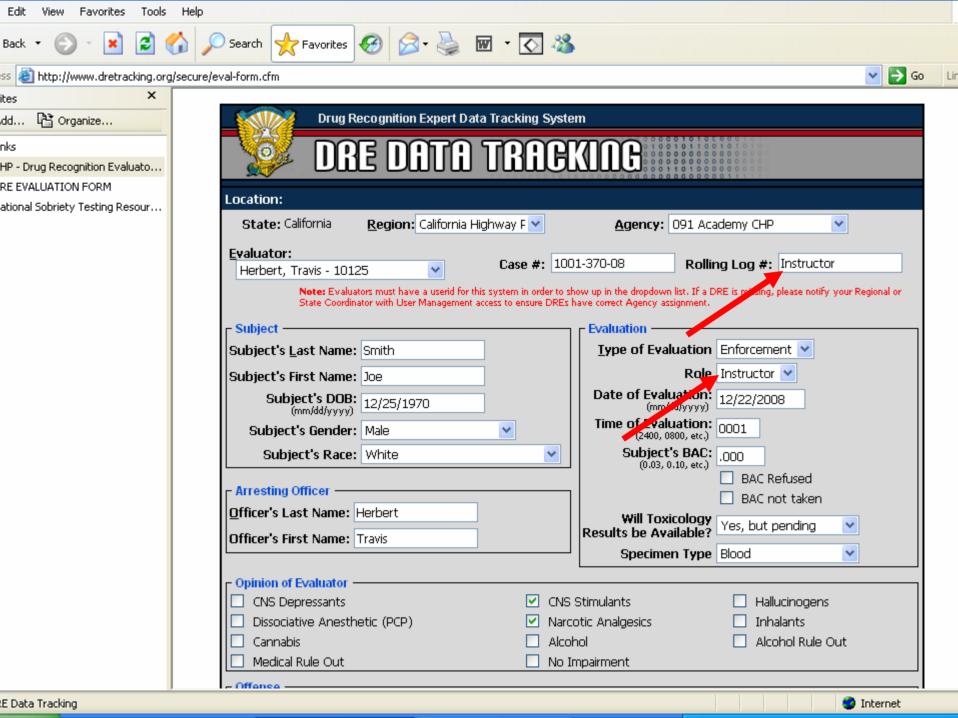




Entering Instructor Evals

- Same process as entering observed evaluations.
- See next slide for further.





Now when you view your rolling log, you will be able to see which entries are observed or entered as an instructor.

 You can also use the AD HOC feature to view just your observed/instructor evaluations.



